



CIVIC AND CONVENTION CENTER

**REGULAR MEETING – Agenda
July 13th, 2023 – 4 pm**

- I. CALL TO ORDER** **Term Expiration**
 - a. Roll Call**
 - Erik Marston (Chair) 10/25/24
 - Robert Fuller (Vice-Chair) 10/25/25
 - Nancy McCune 10/25/26
 - Shaun Wagner 10/25/25
 - Linda Benjamin 10/25/25
 - Robert Perkel 10/25/24
 - Dana Phillips 10/25/26

- II. Consensus of Agenda / Additions**
 - a. Motion to Approve**

- III. Minutes from April 2023**
 - a. Motion to Approve**

- IV. Declaration of Potential Conflict of Interest**

- V. Guest Present**

- VI. Advertising / Marketing** **- Joshua Heineman / Tina Eilers**
 - a. Motion To Approve**

- VII. Budget / Finance** **- Jennifer Biamont / Brian J Owen**
 - a. Motion to Approve**

- VIII. Sales Director’s Report** **- Tina Eilers**
 - a. Motion to Approve**

- IX. General Manager’s Report** **- Brian J Owen**
 - a. Set Commission date for August – 10th BJO will be out of the office*
 - i. Wednesday 9th or Thursday 17th same time?*
 - b. Motion to Approve**

- X. Old Business** **-**

- XI. New Business** **- Open to all**
 - a. Fire Protection Sprinkler annual review – Johnson Controls**

- XII. Correspondence** **- Brian J Owen**

- XIII. Adjournment**



**SEASIDE CIVIC & CONVENTION CENTER COMMISSION
REGULAR MEETING
June 22nd, 2023**

CALL TO ORDER:

The meeting was called to order at 4:04 p.m.

A. Roll Call:

• **Members Present:**

Robert Perkel	Dana Phillips
Linda Benjamin	Shaun Wagner
Nancy McCune	Robert Fuller

• **Members Absent:**

Erik Marston

B. Consensus of Agenda/Additions:

There were no changes or additions to the agenda. (Dana/Nancy)

MINUTES OF LAST MEETING:

There were no changes to the May 11th, 2023, minutes. The minutes were approved as presented. (Nancy/Dana)

DECLARATION OF POTENTIAL CONFLICT OF INTEREST:

- There were no conflicts of interest.

ACKNOWLEDGEMENT OF GUESTS PRESENT:

- There were no guests Present.

COMMITTEE REPORTS:

A. Advertising/Marketing:

- Joshua Heineman stated that May was a slow month of activity for marketing campaigns.
- Joshua shared an update on the monthly MPI box ad and the retargeting ad impressions & click thru.
- Joshua talked about Web stats for May and that our users are up eleven percent over last year in May. He shared where our top five groups of website visitors are coming from.

- Joshua added that google analytics is going away and now we will be using Google Analytics 4 moving forward.
- Joshua shared information on the print ad for CAL-SAE in August.
- Tina added that some of the organizations that she has attended have various conferences, and we have put RFP (Request for Proposal) bids in for these events to be held at our venue. For example, the MPI Gala and the Cascadia Education Conference would be new events for us if they used our building. Also, CAL-SAE has a small meeting that we may get to hold at our building. The people who attend these events are key meeting planners for organizations that are the size of groups that mostly utilize our building. This is a great marketing/networking opportunity. (Nancy/Shawn)

B. Budget/Finance:

- Jennifer B started with the status of the accounts receivable report through the end of May. She said we have received various payments and all clients are within their window of time. She stated that we are working to collect and enter them before the end of fiscal year.
- Brian shared our current expenditure lists through June 1st and explained some of the expenses. He added we are still working on getting a new financial report from the City, but he is confident in our document. Shawn & Dana expressed concern that we haven't had an official financial report from the City in over six months. (Nancy & Robert P approved, Dana & Shawn rejected)

SALES DIRECTOR'S REPORT:

- Tina shared her activity from the month of May with contacts, contracts, meetings, addendums, and site tours.
- Tina explained that the addendums were date changes for COSA and Miss Oregon. She added that Rotary Club of Seaside Auction had cancelled this Fall.
- Tina highlighted some new client contracts that have been booked were cancelled from covid. She explained that OSU- "State of the Coast" has rebooked. She said the Oregon Office of Vocational Rehab is a new large group that is booked this Fall.
- Tina added that the City of Seaside is hosting the South Korean Council July 31st for a meeting and performance at Quatat Park open to the public. (Shawn/Nancy)

GENERAL MANAGER'S REPORT:

- Brian started by talking about our larger group activity in June. He said that COSA, SEA PAC, Peerpocalypse and SHS Graduation feedback has been that attendance was robust for all these recent events.
- Brian shared his travel experience at the IVM Venue Management school with Tina in Florida. He said this year Tina finalized her IVM 3rd year Graduate program. Brian reported that he passed his 1st year test.
- Brian stated that the Economic Impact for May was over 1.7 million. (Shawn/Dana)

OLD BUSINESS:

- A. Building Usage Policy – Brian is moving this Task Force forward and will meet July 5th. (Robert P & Nancy)
- B. Signage Usage Policy - Brian is moving this Task Force forward and will meet July 5th. (Robert P & Nancy)

NEW BUSINESS:

- Brian stated he will be asking a couple of people to be part of the marketing committee.
- Brian added we are moving forward with the building maintenance scheduling for August.

CORRESPONDENCE:

The Commission reviewed the returned surveys.

ADJOURNMENT:

The meeting was adjourned at 4:45p.m.

2022-2023 ACCOUNTS RECEIVABLE

EVENT DATE	EVENT	INVOICE DATE	AMOUNT DUE	DATE PAID	AMOUNT PAID
1/6-8/23	Emerald Cat Club Cat Show 2023 Rental Deposit	5/11/20	\$500.00	5/11/20	\$500.00
2/26-3/1/23	OR Government Finance Officers 2023 Rental Deposit	9/22/20	\$1,000.00	9/22/20	\$1,000.00
9/19-21/22	OJDDA Annual Conference 2022 Rental Deposit	1/15/21	\$1,500.00	1/26/21	\$1,500.00
05/04-05/07/2023	Get Out The Float	6/7/21	\$1,000.00	6/11/21	\$1,000.00
7/18/22- 8/2/22	Gem Bead & Mineral Show 2022	9/29/21	\$2,400.00	9/29/21	\$2,400.00
11/16/22-11/17/22	PEO Holiday Boutique	11/29/22	\$150.00	11/29/21	\$150.00
10/3/22-10/5-22	Oregon Realtors Fall Conference 2022	12/1/21	\$2,000.00	12/27/21	\$2,000.00
8/14/22	Willman Wedding	7/1/22	\$400.00	7/14/22	\$400.00
7/10/22-7/17/22	Spotlight Dance Cup	7/19/22	\$5,212.50	7/22/22	\$5,212.50
8/20/22	Neah Kah Nie Class Reunion	7/13/22	\$400.00	7/25/22	\$400.00
7/10/22-7/17/22	Spotlight Dance Cup	7/29/22	\$350.00		
12/17/22	O'Brien Holiday Party	8/8/22	\$400.00	8/8/22	\$400.00
3/15/24-3/17/24	Seaside Jazz & Blues Festival 2024	8/8/22	\$600.00	8/8/22	\$600.00
7/1/23	Pacific Northwest Custom Invitational 2023	8/17/22	\$550.00	8/17/22	\$550.00
8/15/22-8/16/22	NW Regional ESD Threat Training	8/17/22	\$3,256.72	10/5/22	\$3,256.72
8/16/22-8/19/22	ODAA Summer Conference	8/22/22	\$51,641.76	9/7/22	\$51,641.76
8/22/22-8/25/22	OAWU Summer Classic	8/29/22	\$23,167.34	9/14/22	\$23,167.34
8/12/24-8/15/24	OACC Summer Conference 2024	8/26/22	\$2,000.00	8/29/22	\$2,000.00
10/3/22-10/6/22	OR Realtors Fall Conference	8/18/22	\$2,000.00	8/29/22	\$2,000.00
8/29/22-8/31/22	Head Start Pre-Service Conference	9/7/22	\$14,817.70	9/29/22	\$14,817.70
10/27/22-10/30/22	Get Out The Float balance deposit	9/13/22	\$1,500.00	9/22/22	\$1,500.00
4/22/24-4/24/24	Gain Higher Ed Conference deposit	9/7/22	\$1,500.00	9/19/22	\$1,500.00
9/9/22-9/11/22	OSPA Fall CME 2022 Pac University hosted reception	9/14/22	\$680.86	10/4/22	\$680.86
9/9/22-9/11/22	OSPA Fall CME 2022	9/14/22	\$18,002.39	9/26/22	\$18,002.39
11/18/22-11/20/22	Word of Life Family Conference 2022 Dep/F&B	9/14/22	\$4,983.62	10/25/22	\$4,983.62
9/5/22-9/8/22	Ocean Connect 2022	9/12/22	\$40,844.29	10/24/22	\$40,844.29
9/12/22-9/15/22	OR Homicide Investigators Conference 2022	9/19/22	\$33,908.56	10/5/22	\$33,908.56
10/3/22-10/5/22	Oregon Realtors Fall Conference F&B+Deposit #2 2022	9/20/22	\$41,842.80	9/29/22	\$41,842.80
9/17/22	Seaside Rotary Auction 2022	9/23/22	\$6,888.05	10/4/22	\$6,888.05
9/18/22	Wildlife Center Founders Dinner 2022	9/23/22	\$5,133.28	11/7/22	\$5,133.28
9/19/22-9/21/22	OJDDA Annual Conference 2022	9/23/22	\$48,964.98	9/29/22	\$48,964.98
9/23/22-9/25/22	It's A She Thang 2022	9/29/22	\$16,604.04	10/17/22	\$16,604.04
9/23/22-9/25/22	It's A She Thang Committee Dinner 2022	9/29/22	\$949.90	10/31/22	\$949.90
9/26/22-10/2/22	ACBL Regional Bridge Tournament 2022	10/3/22	\$10,625.70	10/17/22	\$10,625.70
10/3/22-10/6/22	Oregon Realtors Fall Convention 2022	10/11/22	\$6,160.58	10/28/22	\$6,160.58
10/7/22-10/9/22	ASAN Annual Conference 2022	10/13/22	\$14,707.37	10/17/22	\$14,707.37
10/11/22	Seaside Kids Pancake Feed 2022	10/12/22	\$150.00	11/7/22	\$150.00
12/6/22	North Coast Housing Summit 2022	10/17/22	\$200.00	10/17/22	\$200.00
10/12/22-10/15/22	West Coast Womens Conference 2022	10/18/22	\$23,349.63	10/25/22	\$23,349.63

2022-2023 ACCOUNTS RECEIVABLE

10/16/22-10/18/22	Northwest Rental Conference Association 2022	10/24/22	\$26,378.86	10/28/22	\$26,378.86
10/19/22-10/21/22	NOW District Lutheran Educators Conference 2022	10/24/22	\$10,334.06	11/7/22	\$10,334.06
10/21/22-10/22/22	Seaside Sashay 2022	10/24/22	\$1,625.00	10/28/22	\$1,625.00
12/17/22	O'Brien Holiday Party	10/27/22	\$16,011.40	10/31/22	\$16,011.40
11/9/22	OAR Forms Class 2022	10/26/22	\$300.00	10/28/22	\$300.00
10/27/22-10/30/22	Get Out The Float Oct 2022	10/31/22	\$131.72	11/8/22	\$131.72
11/2/22	Stand Down 2022	11/8/22	\$400.00	11/14/22	\$400.00
11/4/22	O2WA Conference 2022	11/8/22	\$2,806.04	11/21/22	\$2,806.04
11/5/22-11/7/22	OASC Fall Conference 2022	11/8/22	\$20,117.70	11/16/22	\$20,117.70
11/8/22	Iron Chef Goes Coastal 2022	11/10/22	\$1,450.00	11/21/22	\$1,450.00
12/12/22	Jacobs Radio Traffic Diverson 2022	11/10/22	\$100.00	11/10/22	\$100.00
11/15/22-11/17/22	Dept of Forestry Public Meeting 2022	11/17/22	\$6,660.92	11/30/22	\$6,660.92
11/16/22-11/17/22	PEO Holiday Boutique 2022	11/17/22	\$216.25	11/21/22	\$216.25
12/11/22	Celebration of Life Tory O'Donnell	11/22/22	\$500.00	11/22/22	\$500.00
11/18/22-11/20/22	Word of Life Family Conference 2022 Final	11/23/22	\$5,568.38	12/9/22	\$5,568.38
11/28/22	Life Line Screening March 2023	11/28/22	\$200.00	11/28/22	\$200.00
11/28/22	Seaside Artisan Fair 2022	11/28/22	\$2,103.75	12/21/22	\$2,103.75
12/11/22	Celebration of Life Tory O'Donnell Anticipated F&B	11/28/22	\$7,227.50	12/2/22	\$7,227.50
12/3/22	Festival of Trees 2022	12/6/22	\$23,641.35	1/10/23	\$23,641.35
12/6/22	North Coast Housing Summit 2022	12/7/22	\$6,445.12	1/4/23	\$6,445.12
5/6/22-5/7/22	Pouring at the Coast	12/13/22	\$562.50	12/22/22	\$562.50
4/19/23-4/20/23	Ferguson Waterworks Expo 2023	12/13/22	\$2,000.00	1/20/23	\$2,000.00
9/8/22	SHS Class of 73 Reunion Deposit	1/3/23	\$300.00	1/3/23	\$300.00
12/30/22-1/1/23	Almost New Years Roundup	1/3/23	\$16,517.71	1/20/23	\$16,517.71
1/6/23-1/8/23	Cat Club Cat Show 2023	1/9/23	\$1,800.00	1/20/23	\$1,800.00
11/9/2023-11-11-23	Oregon EMS Conference 2023 Deposit	1/3/23	\$1,500.00	11/13/23	\$1,500.00
1/11/23-1/13/23	Executive Leadership Conference 2023	1/18/23	\$25,535.40	1/30/23	\$25,535.40
1/11/23	Executive Leadership OEDI Reception 2023	1/18/23	\$7,072.92	1/30/23	\$7,072.92
1/17/23	Clatsop Assoc Realtors Strategic Planning Mtg	1/23/23	\$294.70	3/7/23	\$294.70
1/19/23-1/21/23	Word of Grace Couples Retreat 2023	1/25/23	\$3,807.74	1/30/23	\$3,807.74
1/25/23-1/28/23	OR Association of Comprehensive Education	1/30/23	\$26,444.28	3/2/23	\$26,444.28
10/23/23-10/25/23	OMN Intermission 2023 Rental Deposit	1/31/23	\$1,500.00	2/14/23	\$1,500.00
1/31/23	Project Homeless Connect	2/6/23	\$400.00	2/14/23	\$400.00
2/9/23	Seaside Chamber Auction and Awards	2/13/23	\$5,181.00	3/10/23	\$5,181.00
2/17/23-2/19/23	Collectors West Gun & Knife Show 2023	2/21/23	\$2,370.00	3/2/23	\$2,370.00
2/24/23-2/25/23	Miss Clatsop County Program 2023	2/27/23	\$800.00	3/15/23	\$800.00
2/21/23-2/23/23	Oregon Vegetation Management Conference 2023	2/28/23	\$19,185.70	3/23/23	\$19,185.70
2/26/23-3/1/23	OR Government Finance Officers 2023	3/3/23	\$62,624.90	4/3/23	\$62,624.90
3/2/23-3/4/23	Oregon Festival and Events 2023	3/8/23	\$22,505.20	4/3/23	\$22,505.20
3/6/23-3/8/23	CVNW Annual Enrichment Conference 2023	3/27/23	\$23,256.00	4/3/23	\$23,256.00

Account Name	Appropriation	Avg Monthly	Y to D Expenditures	Remaining	% Remaining
BOND PRINCIPAL	\$585,000	\$0	\$0.00	\$585,000	100.00%
BOND INTEREST	\$556,050	\$0	\$0.00	\$556,050	100.00%
CONTINGENCIES	\$450,000	\$0	\$0.00	\$450,000	100.00%
PROFESSIONAL/CONTRACTUAL	\$100,000	\$4,636	\$51,909.93	\$48,090	48.09%
FOOD & LIQUOR FRANCHISE	\$890,000	\$93,812	\$849,187.75	\$40,812	4.59%
HEALTH/DENTAL/LIFE INSURA	\$159,877	\$10,509	\$126,759.51	\$33,117	20.71%
OPERATIONS PERS (6)	\$350,712	\$28,961	\$321,327.00	\$29,385	8.38%
RETIREMENT	\$184,483	\$13,803	\$160,688.66	\$23,794	12.90%
MINOR EQUIPMENT	\$50,000	\$3,039	\$27,054.15	\$22,946	45.89%
ADVERTISING	\$60,000	\$3,203	\$38,427.67	\$21,572	35.95%
ELECTRICITY	\$65,000	\$3,926	\$48,038.58	\$16,961	26.09%
ADMIN COST - G/F SERVICE	\$199,301	\$16,608	\$182,692.59	\$16,608	8.33%
OFFICE PERSONNEL (3)	\$169,878	\$14,135	\$155,485.00	\$14,393	8.47%
BUILDING MAINTENANCE	\$35,000	\$2,698	\$23,445.70	\$11,554	33.01%
RENTALS & LEASES	\$10,000	\$94	\$257.07	\$9,743	97.43%
EQUIPMENT MAINTENANCE	\$12,000	\$637	\$2,549.83	\$9,450	78.75%
SALES DIRECTOR	\$78,180	\$6,359	\$71,587.00	\$6,593	8.43%
MAINTENANCE CONTRACTS	\$20,000	\$981	\$13,444.36	\$6,556	32.78%
MANAGER	\$98,562	\$9,577	\$93,636.00	\$4,926	5.00%
TRAVEL & MEETING	\$27,000	\$857	\$22,089.99	\$4,910	18.19%
HEATING FUEL	\$24,000	\$397	\$19,316.97	\$4,683	19.51%
TELEPHONE	\$8,500	\$298	\$4,062.43	\$4,438	52.21%
TRAINING	\$5,000	\$139	\$1,326.57	\$3,673	73.47%
SUPPLIES	\$30,000	\$2,094	\$26,520.69	\$3,479	11.60%
GARBAGE	\$4,500	\$0	\$1,885.36	\$2,615	58.10%
GROUNDS MAINTENANCE	\$12,000	\$874	\$9,615.98	\$2,384	19.87%
PRINTING	\$2,500	\$0	\$594.75	\$1,905	76.21%
FICA	\$55,744	\$5,635	\$54,377.10	\$1,367	2.45%
DUES & MEMBERSHIPS	\$5,000	\$344	\$3,868.00	\$1,132	22.64%
CLOTHING	\$4,000	\$635	\$2,904.36	\$1,096	27.39%
AUDIT	\$7,900	\$0	\$6,848.60	\$1,051	13.31%
CREDIT CARD DISCOUNT	\$1,000	(\$30)	\$32.93	\$967	96.71%
INSURANCE	\$96,000	\$23,786	\$95,144.88	\$855	0.89%
ASSISTANT MANAGER	\$9,616	\$801	\$8,814.30	\$802	8.34%
INSURANCE SPLIT	\$3,701	\$300	\$3,000.00	\$701	18.94%
LEGAL SERVICES	\$500	\$0	\$0.00	\$500	100.00%
POSTAGE & FREIGHT	\$500	\$0	\$262.67	\$237	47.47%
UNEMPLOYMENT	\$729	\$74	\$710.77	\$18	2.50%
PUBLICATIONS	\$150	\$0	\$135.00	\$15	10.00%
GAS/DIESEL/OIL	\$500	\$4	\$826.63	(\$327)	-65.33%
PART-TIME HELP	\$6,000	\$853	\$8,709.80	(\$2,710)	-45.16%
LONGEVITY BONUS	\$3,729	\$311	\$6,986.11	(\$3,257)	-87.35%
WORKMANS COMPENSATION INS	\$9,304	\$1,777	\$13,214.07	(\$3,910)	-42.03%
OVERTIME/HOLIDAY PAY	\$12,000	\$13,472	\$54,435.74	(\$42,436)	-353.63%
Total	\$4,403,916		\$2,512,174.50	\$1,891,742	

Seaside Civic & Convention Center Sales Report June 2023

Number of Contacts: 41
 Contracts Received: 7
 Addendums Received: 1
 Meetings & Trainings: 7
 Site Tours of SCCC: 2

 Cancelled Contracts: 0

Priority	New	Return	#Attendees	Dates
1		x	300	07/23-26/2024
1	x		250	3/18-21/2024
1		x	700	1/26-28/2024
1		x	800	3/8-10/2024
3	x		100	1/13-14/2024
4	x		100	9/10/2023
4		x	350	12/2-8/2024
4		x	40	10/30/2023

General Managers Report

July 13th, 2023

In June, we are scheduled to hold Fourteen days (14) event/usage days which include:
Two 25) conferences and four (4) Civic Events.

Economic Impact: \$1,773,456 to our Seaside business community.

Upcoming in May, we have;

July 6 th	CAR – The Short & Narrow of Short-term Rentals (pt 1)
July 9 th -16 th	Spotlight Dance Cup
July 17 th -23 rd	Miss Oregon Scholarship Program
July 27 th	CAR – The Short & Narrow of Short-term Rentals (pt 2)
July 29 th	Pacific Northwest Custom Invitational
July 31 st	South Korean Council & Cultural Performance

Brian's two cents:

I've officially been at the job for a year! I can't express how grateful I am to have had such an amazing year with the best team I could ask for. My year was filled with many experiences I would never have expected. These experiences range from the "Get out the Float" Furry Convention to the "Spot Light Dance" competition, and one must not forget the "American Society of Allergy Nurses", They are nothing to sneeze at!

Overall, our annual events have returned to their pre-2020 levels and have been met with positive and encouraging energy. The expanded building footprint and digital audio & video options we now provide are proving very popular with our attendees at our annual events. In contrast to previous years, live streaming of meetings and performances engaged a much broader audience.

Our team is excited to start the 2023/2024 fiscal year with many growth plans and an increased focus on building maintenance. This year we are also excited about expanding our marketing efforts and transitioning to more digital marketing channels. We are confident that this will open up many new opportunities for us and help us reach a larger audience. In addition, we are implementing a CRM/Event Management software program to better communicate with our clients, catering, and SCCC staff.

Seaside Civic and Convention Center: Economic Impact / Room Tax Revenue

Month	2019	2020	2021	2022	2023
January	\$ 670,525.00	\$ 1,259,519.00	\$ 13,397.00	\$ 289,775.00	\$ 967,660.00
February	\$ 159,118.00	\$ 1,115,551.00	\$ 987,130.00	\$ 1,897,091.00	\$ 1,202,772.00
March	\$ 1,261,332.00	\$ 707,974.00	\$ 269,086.00	\$ 1,941,172.00	\$ 2,025,227.00
April	\$ 3,412,611.00	\$ -	\$ 298,213.00	\$ 5,068,830.00	\$ 4,227,075.00
May	\$ 3,903,943.00	\$ -	\$ 913,027.00	\$ 1,147,357.00	\$ 1,773,456.00
June	\$ 5,352,622.00	\$ 26,794.00	\$ 1,016,477.00	\$ 3,122,194.00	\$ 3,403,889.00
July	\$ 1,681,435.00	\$ 18,693.00	\$ 2,045,482.00	\$ 1,477,138.00	
August	\$ 1,252,004.00	\$ 808,559.00	\$ 454,033.00	\$ 1,046,153.00	
September	\$ 1,907,811.00	\$ 45,549.00	\$ 289,978.00	\$ 1,563,725.00	
October	\$ 3,247,581.00	\$ 826,635.00	\$ 895,917.00	\$ 1,534,170.00	
November	\$ 5,220,893.00	\$ 206,180.00	\$ 2,228,910.00	\$ 2,336,097.00	
December	\$ 938,458.00	\$ 302,650.00	\$ 593,261.00	\$ 1,064,681.00	
TOTAL	\$ 29,008,333.00	\$ 5,318,104.00	\$ 10,004,911.00	\$ 22,488,383.00	\$ 13,600,079.00
Annual Facility Usage	213	96	168	244	230
Room Tax Revenue					
Jan-Mar	\$ 843,846.00	\$ 827,427.00	\$ 1,203,048.00	\$ 1,315,348.00	\$ 941,655.00
April-June	\$ 1,387,666.00	\$ 682,356.00	\$ 2,044,128.00	\$ 1,795,715.00	
July-Sept	\$ 2,146,082.00	\$ 2,222,882.00	\$ 2,756,221.00	\$ 2,836,867.00	
Oct-Dec	\$ 907,746.00	\$ 1,098,752.00	\$ 1,099,439.00	\$ 1,198,695.00	
TOTAL	\$ 5,285,340.00	\$ 4,831,417.00	\$ 7,102,836.00	\$ 7,146,625.00	

Note: On July 1, 2017 a 2% increase in transient lodging tax went into effect to fund the SCCC Expansion/Renovation Project.

Note: April - June Room Tax Revenue is not official as of 9-2-22

Seaside Civic & Convention Center

Monthly Event Report – June 2023

#	Event	Event Days	Attendees
1	Sea PAC HAM Convention	4	2,000
3	SHS Graduation	2	1500
3	Encore Dance Recital	2	400
1	COSA	4	700
3	CIS Benefits Employer OE Meeting	1	30
3	CAR Certified Residential Specialist	1	100
Totals: 6 Events		14	4730

	Key	Total Events	Attendees
1	Conference/Convention	2	2,700
2	Trade Show	0	
3	Civic Event	4	2,030
4	Fundraiser	0	
5	State of Oregon	0	
Totals		6	4730



2023 BOOKING CALENDAR

January							February							March						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
▶ 1	2	3	4	5	6	7	▶			1	2	3	4	▶			1	2	3	4
▶ 8	9	10	11	12	13	14	▶ 5	6	7	8	9	10	11	▶ 5	6	7	8	9	10	11
▶ 15	16	17	18	19	20	21	▶ 12	13	14	15	16	17	18	▶ 12	13	14	15	16	17	18
▶ 22	23	24	25	26	27	28	▶ 19	20	21	22	23	24	25	▶ 19	20	21	22	23	24	25
▶ 29	30	31					▶ 26	27	28					▶ 26	27	28	29	30	31	

April							May							June						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
▶						1	▶	1	2	3	4	5	6	▶				1	2	3
▶ 2	3	4	5	6	7	8	▶ 7	8	9	10	11	12	13	▶ 4	5	6	7	8	9	10
▶ 9	10	11	12	13	14	15	▶ 14	15	16	17	18	19	20	▶ 11	12	13	14	15	16	17
▶ 16	17	18	19	20	21	22	▶ 21	22	23	24	25	26	27	▶ 18	19	20	21	22	23	24
▶ 23	24	25	26	27	28	29	▶ 28	29	30	31				▶ 25	26	27	28	29	30	
▶ 30																				

July							August							September						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
▶						1	▶		1	2	3	4	5	▶					1	2
▶ 2	3	4	5	6	7	8	▶ 6	7	8	9	10	11	12	▶ 3	4	5	6	7	8	9
▶ 9	10	11	12	13	14	15	▶ 13	14	15	16	17	18	19	▶ 10	11	12	13	14	15	16
▶ 16	17	18	19	20	21	22	▶ 20	21	22	23	24	25	26	▶ 17	18	19	20	21	22	23
▶ 23	24	25	26	27	28	29	▶ 27	28	29	30	31			▶ 24	25	26	27	28	29	30
▶ 30	31																			

October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
▶ 1	2	3	4	5	6	7	▶			1	2	3	4	▶					1	2
▶ 8	9	10	11	12	13	14	▶ 5	6	7	8	9	10	11	▶ 3	4	5	6	7	8	9
▶ 15	16	17	18	19	20	21	▶ 12	13	14	15	16	17	18	▶ 10	11	12	13	14	15	16
▶ 22	23	24	25	26	27	28	▶ 19	20	21	22	23	24	25	▶ 17	18	19	20	21	22	23
▶ 29	30	31					▶ 26	27	28	29	30			▶ 24	25	26	27	28	29	30
														▶ 31						

YELLOW = CONTRACTED DAYS - 232 days

Updated 6/30/2023

RED = CONTRACT PENDING- 0 days

GREEN = TENTATIVE HOLD - 2 days

GREY = FACILITY MAINTENANCE - 0 days



2024 BOOKING CALENDAR

January							February							March									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
▶		1	2	3	4	5	6	▶				1	2	3	▶					1	2		
▶	7	8	9	10	11	12	13	▶	4	5	6	7	8	9	10	▶	3					8	9
▶	14	15	16	17	18	19	20	▶	11	12	13	14	15	16	17	▶	10	11	12	13	14	15	16
▶	21	22	23	24	25	26	27	▶	18	19	20	21	22	23	24	▶	17	18	19	20	21	22	23
▶	28	29	30	31				▶	25	26	27	28	29			▶	24	25	26	27	28	29	30
																▶	31						

April							May							June									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
▶		1	2	3	4	5	6	▶			1	2	3	4	▶						1		
▶	7	8	9	10	11	12	13	▶	5	6	7	8	9	10	11	▶	2	3	4	5			
▶	14	15	16	17	18	19	20	▶	12	13	14	15	16	17	18	▶	9	10	11	12		14	15
▶	21	22	23	24	25	26	27	▶	19	20	21	22	23	24	25	▶	16	17	18	19	20	21	22
▶	28	29	30					▶	26	27	28	29	30	31	▶	23	24	25	26	27	28	29	
															▶	30							

July							August							September									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
▶		1	2	3	4	5	6	▶				1	2	3	▶	1	2	3	4	5	6	7	
▶	7	8	9	10	11	12	13	▶	4	5	6	7	8	9	10	▶	8	9	10	11	12	13	14
▶	14	15	16	17	18	19	20	▶	11	12	13	14	15	16	17	▶	15	16	17	18	19	20	21
▶	21	22	23	24	25	26	27	▶	18	19	20	21	22	23	24	▶	22	23	24	25	26	27	28
▶	28	29	30	31				▶	25	26	27	28	29	30	31	▶	29	30					

October							November							December									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
▶			1	2	3	4	5	▶					1	2	▶	1	2	3	4	5	6	7	
▶	6	7	8	9	10	11	12	▶	3	4	5	6	7	8	9	▶	8	9	10	11	12	13	14
▶	13	14	15	16	17	18	19	▶	10	11	12	13	14	15	16	▶	15	16	17	18	19	20	21
▶	20	21	22	23	24	25	26	▶	17	18	19	20	21	22	23	▶	22	23	24	25	26	27	28
▶	27	28	29	30	31			▶	24	25	26	27	28			▶	29	30	31				

YELLOW = CONTRACTED DAYS - 224 days

Updated 6/30/23

RED = CONTRACT PENDING - 0 days

GREEN = TENTATIVE HOLD - 23 days

GREY = FACILITY MAINTENANCE - 16 days

SEASIDE CIVIC & CONVENTION CENTER BOOKING INFORMATION 2023-2032



Data Details	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
CONTRACTED DAYS	232	224	128	77	79	74	79	74	33	33
PENDING CONTRACT	0	0	7	0	0	0	0	0	0	0
TENTATIVE HOLD	2	23	62	39	26	24	19	24	6	7

#26

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Monday, July 03, 2023 2:22:51 PM
Last Modified: Wednesday, July 05, 2023 9:08:46 AM
Time Spent: Over a day
IP Address: 76.115.67.177

Page 1: Seaside Civic and Convention Center Evaluation Survey

Q1

Please tell us about your event.

Name of Event	CIS Benefits Employer & BAC Meeting
Name of Evaluator	Linnea Zahradnik & Ramona Morris
Email Address	lzahradnik@cisoregon.org
Number of Attendees	16
Date(s)	6/29/23

Q2

Please rate your booking experience with Tina Eilers (Director of Sales). NOTE: If you rated any of our services "Below Average or Poor" - Please provide comments for improvement.

Professionalism	Outstanding
Communication Skills	Outstanding
Timely Response	Outstanding
Knowledge of Facility	Outstanding
Courtesy	Outstanding

Q3

Please rate your event coordination experience with Celeste Kenneally (Special Events Coordinator). NOTE: If you rated any of our services "Below Average or Poor" - Please provide comments for improvement.

Professionalism	Outstanding
Communication Skills	Outstanding
Timely Response	Outstanding
Knowledge of Facility	Outstanding
Courtesy	Outstanding

Seaside Civic and Convention Center 2023

Q4

Please rate our facility. NOTE: If you rated any of our services "Below Average or Poor" - Please provide comments for improvement.

Properly Equipped	Outstanding
Appearance	Outstanding
Signage	Outstanding
Value	Outstanding

Q5

Please rate our Operations Staff (Event Personnel). NOTE: If you rated any of our services "Below Average or Poor" - Please provide comments for improvement.

Professionalism	Outstanding
Communication Skills	Outstanding
Timely Response	Outstanding
Event Execution	Outstanding
Knowledge	Outstanding
Courtesy	Outstanding

Q6

Please rate your room set-up & housekeeping. NOTE: If you rated any of our services "Below Average or Poor" - Please provide comments for improvement.

Set To Specifications	Outstanding
Overall Cleanliness	Outstanding
Equipment Set-Up	Outstanding
Equipment Condition	Outstanding
Restrooms/Cleanliness	Outstanding

Q7

Please rate your audio visual / technical experience. NOTE: If you rated any of our services "Below Average or Poor" - Please provide comments for improvement.

Professionalism	Outstanding
Technical Knowledge	Outstanding
Sound Equipment	N/A
Lighting Equipment	N/A
WIFI Experience	N/A

Seaside Civic and Convention Center 2023

Q8

Please rate our Front Office Staff. NOTE: If you rated any of our services "Below Average or Poor" - Please provide comments for improvement.

Professionalism	Outstanding
Communication Skills	Outstanding
Timely Response	Outstanding
Knowledge	Outstanding
Courtesy	Outstanding

Q9

Please rate your experience with Roscoe Rotella (Food & Beverage Director/Chef with Oregon Fine Foods). NOTE: If you rated any of our services "Below Average or Poor" - Please provide comments for improvement.

Professionalism	Outstanding
Communication Skills	Outstanding
Timely Response	Outstanding
Menu Creativity	Outstanding
Courtesy	Outstanding

Q10

Please rate our food and beverage personnel and product quality. NOTE: If you rated any of our services "Below Average or Poor" - Please provide comments for improvement.

Food and Beverage Quality	Outstanding
Responsive to Needs	Outstanding
Presentation/Creativity	Outstanding
Properly Staffed	Outstanding
Flexibility of Staff	Outstanding
Courtesy of Staff	Outstanding

Seaside Civic and Convention Center 2023

Q11

Please rate your Seaside lodging experience. (Indicate name of lodging property(s) in the box titled "Other" below)NOTE: Although not the provider of lodging, we are interested in your overall impression of the quality of your stay. This information will be shared with the Seaside lodging community.

Availability	Outstanding
Affordability	Good
Cleanliness	Outstanding
Guest Room Appearance	Outstanding
Courtesy of Front Desk Staff	Outstanding
Parking	Outstanding
Amenities	Good
Other (please specify):	Kathryn Riverfront Inn

Q12

Were there members of our team who provided exceptional customer service?

Tina and Celeste were very thorough and on top of everything in the planning process. Jeremy and our IT support (I'm sorry, I forgot his name!) were both excellent on site. All staff we interacted with were really great.

Q13

Please provide any suggestions you have for improving your experience with us.

n/a

Q14

Please comment on your overall experience while visiting Seaside.

Sadly our stay was very brief, but we got to have a wonderful dinner at Nonni's, and our meetings went great and really were stress-free because of the great staff and the organization of the convention center.

Q15

Website

How did you hear about us?

Q16

Respondent skipped this question

If you know of someone who might benefit from using our facility, please share their contact information. Our Director of Sales will contact them.